

Beware of Unlicensed Contractors

The Hazards

Unlicensed usually means uninsured.
No coverage under homeowner's policy.
Noncompliance with building codes & state law.
Poor quality work.
Con artists.
Limited recourse for broken contracts.

The Warning Signs

Unsolicited phone calls or visits.
High-pressure sales pitches or tactics.
Large down payments.
No verifiable address and/or phone number.
Unwillingness to give you a price.
Unwillingness to sign a contract.
Insurance or licensing information you cannot verify.

Don't Rely On A Handshake !

Virginia Department of Professional and Occupational Regulation

www.dpor.virginia.gov/dporweb/enfocomp.cfm

For more information, to request a complaint form, or to file a complaint, contact us at:

Department of Professional and Occupational Regulation

Complaint and Analysis Resolution
Perimeter Center
9960 Mayland Dr. Suite 400
Richmond, VA 23233

phone: (804) 367-8504

fax: (866) 282-3932

e-mail: complaintanalysis@dpor.virginia.gov

To verify a Contractor's License
<http://www.dpor.virginia.gov/dporweb/serviceslicensees.cfm>

City of Roanoke Permit Center

Noel C. Taylor Municipal Building
215 Church Avenue, SW, Room 170
Roanoke, VA 24011
phone: (540) 853-1090
fax: (540) 853-1594
email: building@roanokeva.gov



City of Roanoke Building Inspections Division

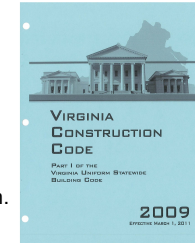


Residential Building Permits

The Building Code - "VA USBC"

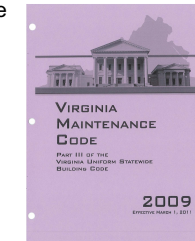
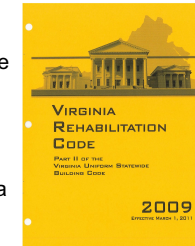
What is the VA USBC?

The VA USBC is an acronym for the Virginia Uniform Statewide Building Code. The USBC is part of the Virginia Administrative Code (VAC), the official compilation of state regulations published under the authority and guidance of the Virginia Code Commission.



Overview

The USBC is divided into three stand-alone parts. Part I contains regulations specific to the construction of new buildings and structures and alterations, additions and change of occupancy in existing buildings and structures and is known as the Virginia Construction Code. Part II contains optional regulations specific to the rehabilitation of existing buildings that may be used as an acceptable alternative to the Virginia Construction Code. Part II is known as the Virginia Rehabilitation Code. Part III of the USBC contains the regulations for the maintenance of existing structures which is enforced at the option of the local governments. It is known as the Virginia Maintenance Code.



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Special Points of Interest

The 2009 Edition of the USBC became effective:
March 1, 2011

Enforcement of the Virginia Construction Code is mandatory in Virginia.

The Virginia Rehabilitation Code contains optional regulations specific to the rehabilitation of existing buildings that may be used as an acceptable alternative to the Virginia Construction Code.

Changes to the USBC, referred to as technical amendments, may only be made at the state level. No local amendments are authorized.

The Following Are Exempt From The USBC Regulations

| | |
|--|---|
| Equipment and related wiring installed by a public utility. | Industrialized (modular) buildings except for the utilities and setup. Industrialized buildings must be on permanent foundations. |
| Manufacturing & processing machines connected after the last shutoff or electrical disconnect. | Manufactured (mobile) homes except for the utilities and setup. |
| Parking lots and sidewalks not part of a handicap accessible route. | Farm buildings not used for residential purposes, except those in the flood plain or operated as a restaurant. |
| Recreational equipment not regulated by the VA Amusement Device Regulations. | |

Requirements for New Residential Construction, Additions & Detached Accessory Structures.

Applicable Codes: 2009 USBC, 2009 International Residential Code & City of Roanoke Zoning Ordinances.

Taxes: Permits cannot be issued on any property on which taxes are due. Taxes must be paid before proceeding.

Site Plan: **1 copy drawn to scale** that shows the location and dimensions of the proposed building and of every existing building or structure on the site or lot to include property lines, lot dimensions, set back measurements, fences, driveways, easements, parking spaces, and delineation of any required landscaping. In certain cases, a survey may be required.

Building Plans: **1 copy drawn to scale** with sufficient clarity to indicate the nature and extent of the work proposed. A plan review is required and the plans should include:

Design Professional. Although residential plans, not over three stories, are not required to be designed and sealed by a design professional, certain individual elements may be required to be sealed. The Building Official may require additional details or computations prior to approving construction plans.

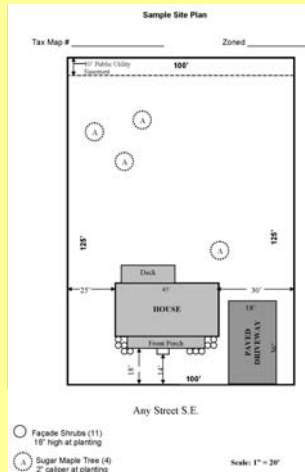
Plans That Cannot Be Reviewed. Some plans may contain a statement from the designer that indicates that if this statement does not appear in red, these plans are an illegal copy. These plans cannot be reviewed for a permit. Plans marked "preliminary", "not for construction", not signed by the author or drawn to scale also cannot be reviewed.

Permits Required. The City of Roanoke currently issues a combination permit where the scope of the work involves the building trade and at least one mechanical trade (electrical, plumbing, hvac, etc.). If only mechanical work is to be done, then a separate permit is required for each trade.

Who May Obtain the Permit?

The owner may obtain the permit **ONLY** if he/she intends to perform the work himself or with members of his immediate family at their primary place of residence. The owner will be required to complete an owner/builder affidavit prior to getting the permit. Otherwise, a properly licensed contractor must apply and obtain the permit.

Other restrictions apply to properties other than the owner's primary residence. Ask for a copy of the owner/builder affidavit which will explain these restrictions.



A Construction Permit Is Required BEFORE Any Of The Following Is Started
Zoning, Site Plan, or Land Disturbance Permits May Be Required Even When a Construction Permit Is Not!

Ask To Be Sure by Calling the Permit Center at: (540) 853-1090

1. Constructing, reconstructing, enlarging, or demolishing a structure.
2. Changing the use of a structure either within the same group classification or to a different group classification when the new use requires greater degrees of structural strength, fire protection, exit facilities, ventilation or sanitary facilities.
3. Installing or altering any equipment which is regulated by the USBC.
4. Removing or disturbing any asbestos containing materials during demolition, alteration, renovation of or additions to structures.
5. Moving a lot line which affects an existing structure's continued compliance with the building regulations under which it was built.
6. For emergency construction, alterations or equipment replacement, the permit applications shall be submitted the next working day following such emergency work.

EXCEPT THE FOLLOWING (in Residential 1&2 Family Dwellings):

Installation of wiring or equipment that operates at less than 50 volts unless it is part of a fire alarm, fire detection or fire suppression system, or penetrating a fire rated assembly.

Detached accessory structures and pre-fabricated buildings used as tool or storage sheds, play-houses and similar uses PROVIDED they do not exceed 200 square feet. (Zoning permit required)

Fences that are not part of a swimming pool barrier, 6 feet or less in height, or retaining walls that are not over 2 feet in height retaining less than 2 feet of fill. (Zoning permit required)

Swimming pools which are 150 square feet or less in surface area, 5000 gallons or less of water capacity and 24 inches or less in depth. (Zoning permit required)

Work that the Building Official has authorized pending receipt of an application.

Ordinary Repairs that include:

Replacement of mechanical or plumbing equipment and appliances **EXCEPT** those fueled by gas or oil.

Replacement of roof coverings (**no more than 2 layers of roof coverings allowed**) and installation or replacement of siding. In Historic district any exterior repairs require a permit.

Installation of cabinets.

Replacement of floor coverings and porch flooring (**no structural supports**).

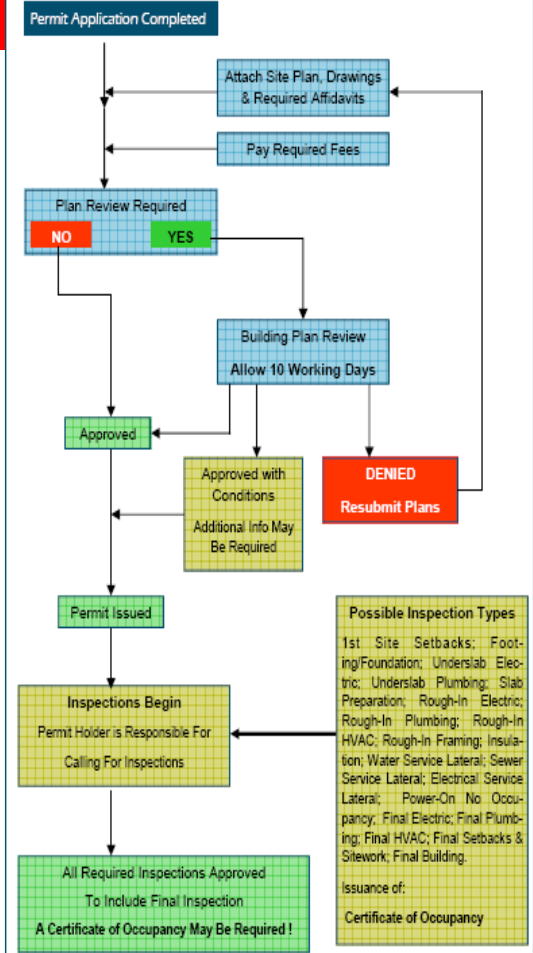
Painting any portion of a structure, repair of plaster, interior tile and other wall coverings.

Replacement of windows and doors and electrical switches, outlets, light fixtures and ceiling fans (**devices only, no wiring**).

Replacement of interior floor finish and covering materials.

Ordinary repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include the addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas or oil, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

The Process For Obtaining A Permit



Any permit issued **EXPIRES** if the work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. This means that the Building Inspections Division must have knowledge of your activity. If you are working on a permit and have not called for an inspection, your permit has **EXPIRED**. If this happens, the USBC requires you to request an extension **IN WRITING**. It is your responsibility to prove that the work has not been suspended or abandoned.